

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	g Section.				
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Georgia Ports Authority	Application Number			
July 31, 1984	Trade Development - Marketing Services Post Office Box 2406	83-802-A			
Application Number	Savannah, Georgia 31402	Date Received Date Completed			
117		AUG 6 1984. AUB 10 1984			
2. Person to Contact	Working Title	Telephone Number			
Becky C. Ike_	Marketing Services (	Coordinator (912) 964-3887			
3. Action Requested	<u>.                                      </u>	and the state of the section of the			
a. 🗀 Establish Retention	n Schedule; record will continue to accumulate.				
	accumulation; no further accumulation anticipated.				
<b>-</b> : · · · · · · · · · · · · · · · · · · ·	1 No. 83-802. Check One: ☐ Change; ☒ Superc				
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if a	different)			
1978 Current	Tonnage & Value Statistical Printouts				
6. Division and Office Functi	on What is the function of the Division and the Office in	n which this record series is created?			
research, developm Assists the Direct	vices Department of the Trade Development Di ment and sales functions of the Authority in for of Trade Development in the development ing analyses and leads submitted by the sale	ncluding marketing analyses.  and coordination of sales			
		•			
	•				
7. Record Series Description	This file contains the following documents (include form i	numbers and titles if anyl:			
7. Necord Series Description	Attach samples of the file.				
Documents relating to:	Import and export cargo movements through the Port of Savannah and other competitive ports.				
included are:	Printouts depicting tonnage and value in foreign port within foreign country with and exporter, by steamship line, by com	nin trade area, by importer			
• •					
1		,			
		•			
File is arranged:	Chronologically by calendar year and figorer domestic ports.	- -			
8. Monthly Reference Rate	How often are records referred to which are:				
One to six months olddite	$\frac{\text{aily}}{\text{der} = 1 - 2}$ ; Seven to twelve months old $\frac{\text{daily}}{\text{der} = 1 - 2}$ ; Thirteen				
O Annual Pate of Assumula					
Letter-size drawers	; Legar-size drawers; Shelves	.; Utner (specify)			
· · · · · · · · · · · · · · · · · · ·					

YES NO 10. Questionnaire	(Place an ")	X" in the proper c	olumn) 🔭	*		And the state of t
a. Is this the offi						and the same of th
X If not, where i						
b. Does the series	s contain confic	iential informatio	n requiring s	ecurity handling?	f yes, cite law or reg	ulation.
x c. Is this a vital r						
		I or long term res	asech volue			
					for a long period, co	ld shoes
x documents be	scheduled sepa	rately?	. Hecessal y ti	o veeb the entire me	Tot a long period, co	ouid these
x f. Is the informa	tion contained	in this series ever	published?	If ves. attach copy.		- 11 - The state of the state o
<b>1</b> ,				d/or recorded in a su		
X I If yes, attach (	CODY	والمستانين والسارات والمستعجب بالمحتوسية				
		eries in your offic	ce, or in ano	ther office or agency	7	
If ves, where?		an of its specialist				
X i. Is this series (o	<i>n a majut purm</i> d series result i	o <i>n or to</i> regularly	: microriimed			
11. Retention Requirements	i i	ne following requir			دره ور مصفور کاموری است.	
		o concerning require		to bu nope.		
a. State Law		years.		Audit period	:	10years.
b. Statute of limitation c. Federal law		years.		Administrative need		
c, rederariaw	the state of the s	years.	Τ.	Federal retention in	istructions	
Attach copy or excerpt of	laur or roculatio	one. Evoleia bilmi	nistrativa na	. اسم	•	:
Attach copy of excerpt of	iaws or regulation	Jis. Explain agiin	menaniae ne	eu,		
		•			. 4	
			. <del>-</del>			
12. Approved Disposition Inst	ructions Th	is agency recomm	ends that th	e file series be cut o	rf at the end of each	
		Calendar Year; [	Fiscal Yea	r; A Other at e	nd of daily re	ference.
				need	s - may vary d	epending
Hold in the current file			•	(s); then on p	rintout;	
Transfer to local holdin						
☐ Transfer to State Recore ☐ Destroy.	'as Center; noid	Iyea	ir(s); then			
☐ Transfer to State Archi	ives for permani	ent retention.				
☐ Other (Specify)		, 1				
		•	:			
			i,	` <b>.</b>	-	
	. ·				. <del></del>	
			g in the second section of		· · · · · · ·	
المراجعين يومونيك المحمد الماني معالا	—	- / - / - / - / - / - / - / - / - / - /	· · · · · · · · · · · · · · · · · · ·	na y wang mayaka sasa	<u></u>	
		•	·	en e		
		· · · · · · · · · · · · · · · · · · ·		• • • • • • • • • • • • • • • • • • •		•
		r				,
, , , , , , , , , , , , , , , , , , , ,					•	
ı						
These instructions apply to	o all prior and f	uture accumulation	ons of the se	ries.		
Agency Head/Designee /Signa	ativo)	Date,	Pamede A	lanagement Officer	(Shanina)	Date
Agoney Freath Designed   Signa	.y.e/	- Jaie/	Lemios II	ranayement Officer	19 y 1	Uate
( L. Star / / (-		8/2/84	1. Z	Josela 1	U-h-Ham	7/31/84
7/				The state of the s		_
Recommendations in para-		en e	St	ate Records Commi	rtee (Signature)	Date
graph 12 are approved.	State Aud	litor/Designee	1	- A )	1	0/0/84
(If disapproved, attach letter	State Aud	iroi y Designee	1	THE TOTAL STREET, STATE OF THE STATE OF THE STREET, STATE OF THE STATE OF	1	<del>                                    </del>
of explanation.)	Secretary of	Chata/Davissa	141.00	1/1/. / 1		101/11
	4 OCCIDENT DE	2000/2007/2006		**************************************		XG/8F-
1		State/Designee	imma	mullas	<u> </u>	8/6/8
AR-50-71; Rev. 76		eneral/Designee	Se	MUNIA	and the same of th	8/9/8 26



AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.	· ·		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	Georgia Ports Authority	Application Number		
March 23, 1983	Trade Development - Marketing Services	83-802		
Application Number	Post Office Box 2406	Date Received Date Completed		
94	Savannah, Georgia 31402	APR 4 1983   APR 2 1 1983_		
2. Person to Contact	Working Title	Telephone Number		
Becky L. Collins	Executive Secretary	y (912) 964–3811		
b. Dispose of present a c. Amend Application 4. Dates of Series Earliest Latest  1978 Current 6. Division and Office Function The Marketing Service research, development Assists the Director	Schedule, record will continue to accumulate.  ccumulation; no further accumulation anticipated.  No Check One: Change; Superce  5. Records Series Title (followed by title used in office; if d  Tonnage & Value Statistical Printouts  What is the function of the Division and the Office in  ces Department of the Trade Development Divint and sales functions of the Authority inc  r of Trade Development in the development a  yses and leads submitted by the sales force	which this record series is created? ision is involved with trade luding marketing analyses. nd coordination of sales plans		
	· · · · · · · · · · · · · · · · · · ·			
7. Record Series Description	This file contains the following documents (include form n Attach samples of the file.	umbers and titles, if any):		
	port and export cargo movements through the mpetative domestic ports.	ne Port of Savannah and other		
within f	s depicting tonnage & value in various form oreign country within trade area, by import commodity, etc.			
		•		
	ogically by calendar year and fiscal year a	as the cargoes moved over		
8. Monthly Reference Rate	How often are records referred to which are:	1		
One to six months old <u>da</u> twenty-five months and old	ily; Seven to twelve months old daily, Thirteen er 1-2;			
9. Annual Rate of Accumulating Letter-size drawers	on of Records; Legal-size drawers3_to_4_; Shelves	4 Commence of the Commence of		

YES NO 10. Questionnaire	(Place an "X"	in the proper co	lumn) 🐣 🌯		
	cial copy of the ser	ries?			,
If not, where i		and information	Parities as a series of the se	16	:
	Scontain confident		requiring security handling?		
X c. is this a vital r				$T_{ij}$	
X d. Does this serie	s have historical or	ong term rese	arch value?		
X documents be	scheduled separate	ne file make it i elv?	necessary to keep the entire fil	e for a long period, could	tnese
X f. Is the informa	tion contained in t	his series ever r	oublished? If yes, attach copy		
g. Is the informa			nalyzed and/or recorded in a s	ummarized report?	, -
		es in your office	e, or in another office or agenc		
X If yes, where?	<u></u>		,	•	
X i. Is this series (c	r a ma <u>ior p</u> ortion	of it) regularly	microfilmed?		- v
			tout? This record serie	s consist of prin	itouts.
11. Retention Requirements	. Ine fo	ollowing require	es the series to be kept:	,	•
a. State Law	<del></del>	years.	d. Audit period		years.
5. Statute of limitation	, <del></del>	-	e. Administrative nee		years.
c. Federal law		years,	f. Federal retention i	nstructions	years.
Attach apply or average of	Januar en komuleajene	Cominto delunio	atanakan masal	•	•
Attach copy or excerpt of	iaws or regulations.	, explain admir	nstrative need,		
			arch data relating to	vtońnage and valu	ie over
the Port of Savan	nah and other	competati	ve domestic ports.		· » .
12. Approved Disposition Inst	ructions This a	igency recomme	ends that the file series be cut o	off at the end of each:	•
	□ Ca	lendar Year; 🗵	Fiscal Year;  Other		then,
XX Hold in the current file XX Transfer to local holdin  Transfer to State Recon XX Destroy.  Transfer to State Archi  Other (Specify)	ng area, hold10 rds Center; hold	)year(s); year	; then		
		, ,		•	
	•	e e e e e e e e e e e e e e e e e e e			
		•		t e e	
	* · = ·				
	•	•			·
•					•
These instructions apply t	o all prior and futi	ire accumulatio	ns of the series.		
Those medicalisms apply t	o dir prior and rate	,			
A		na programma de la companione de la comp	D. C. J. 84		
Agency Head/Designee /Signa	ture)	Date	Records Management Officer	(Signature)	Date
es Ita		3/24/87 (	axal / has les	, well	3-23-83
The state of the s		And the same of th	2000	:	P-4-
Recommendations in para-			State Records Comm	ittee (Signature)	Date
graph 12 are approved.	State Audito	r/Designee	homasim	4	4-12-83
(If disapproved, attach letter		- The same of the	The second secon	Andrew are a recovery and recovery and a second of the sec	
of explanation.)	Secretary of St	ate/Designee		and the system throughout the state of the s	1
	Attorney Gene	eral/Designee	Re11	1 M. C. A	1/12/12
AR-50-71; Rev. 76		(F	leverse Side)	The second secon	1

AR-50-71; Rev. 76